

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
Minutes of October 22, 2007**

- I. ROLL CALL:** Chair Melvin Adams, Selectmen Roger LeClair, Ken Johnson, Charles Morse, and Greg Sanders. Also present were: Manager Nanci Allard, Clerk Samantha Baraw, Jim Baraw (Supervisor, Northfield Ambulance Service), Greg Lord (E.F. Wall, Inc.), Kim Morrow (E.F. Wall, Inc.), Linda Barrows, Sally Davidson, Mark Podgwaite (Northfield Ambulance Volunteers, Inc.), Lawton Rutter (Northfield Ambulance Volunteers, Inc.), Alana Richard (Northfield Ambulance Volunteers, Inc.), Bill Tansey (Osage Ambulances), Richard Wobby, Kathleen Lott (*Northfield News & Transcript*), Thomas McCarney (Village Trustee), Paula Sambel, and Anne Donahue.

A Public Hearing for the purpose of providing written or oral views on the Warned Town Article (Police Station Bond) to be voted upon by Australian Ballot at Special Town Meeting on October 30, 2007, was warned to immediately precede the Selectboard's regular meeting.

Chair Adams called the Public Hearing to order at 7:00 p.m.

Selectman Morse stated that the Police Department was placed into the old Electric building. There was no cosmetic work done, no facility work done, and the building is in desperate need of a new roof.

Chief Jeffrey Shaw stated that it is difficult to find staff when they see the building; it is difficult for visitors to come. The Police Department staff has had to climb onto the roof and shovel it off and the garage is now leaking. In winter, the snow melts and then gets into the garage. The records are housed in the basement. There was a facilities committee was formed by the Town Selectboard and Village Trustees and Chief Shaw then outlined some of the concerns.

Richard Wobby asked if there was danger in processing people at the current facility. Chief Shaw answered yes, they've had problems with the victims and offenders in the same room; they've had fights break out and have had to move one party to the garage, which then endangers the officers. There's a concern regarding storage of evidence that is supposed to be housed in a secure area but currently is housed in an area where there are cracks in the wall that you can see outside through.

Chair Adams asked if it was possible to use one of the trailers for a temporary fix. Chief Shaw stated that yes, you could, but it wouldn't be a long term fix. It's more efficient to just stay in the current building until a new facility is built.

Sally Davidson wanted to know why there needed to be a training room in the new facility. Couldn't they use the training room at the Fire Station? The training room at the Fire Station is not handicap accessible and therefore could not be used by the public and this limits trainers being able to conduct training. Selectman Morse stated that they have evaluated the needs of the Police Department. The training room is not "needed;" however, when configuring space, there was a void left based on the shape of the building. So, they called it a training room and that left room for expansion if needed at a later time. The proposed building would be 5100 sq. ft., or 56' x 92'.

Greg Lord and Kim Morrow from E.F. Wall, Inc., the contracted engineering firm, attended and outlined their credentials and experience of working with police departments and their needs and outlined the building.

Anne Donahue asked if there was going to be a problem if, in a few years, they needed to expand again. At this time, no. They are building as cost efficiently as possible. There will not be a basement, which will be a savings of \$134,000.

Linda Barrows asked about time frame. Construction could begin in early spring.

Another public hearing is scheduled for next Monday, October 29, 2007 at 7:00 p.m. at the Northfield Senior Center. The bond vote is the next day, October 30, 2007, from 7:00 a.m. to 7:00 p.m. in the Northfield High School Lobby.

There was discussion whether Norwich University, which is responsible some/most of the crime in town, should contribute towards this project. There has been a discussion with Norwich University on this subject.

Sally Davidson questioned how much was in the Town Surplus fund. At this time, there is \$300,000 in undesignated funds.

There being no other questions, Chair Adams adjourned the Public Hearing at 8:30 p.m.

Chair Adams called the regular meeting to order at 8:31 PM.

II. APPROVAL OF MINUTES

- a. **October 8, 2007 (Regular Meeting).** Motion by Selectman Morse, seconded by Selectman LeClair, to approve the minutes. **Motion passed 5-0-0.**

III. APPROVAL OF BILLS

- a. **Warrant #09-08.** Motion by Selectman Morse, seconded by Selectman Johnson, to approve Warrant #09-08 in the amount of \$242,739.89. **Motion passed 5-0-0.**

IV. PUBLIC PARTICIPATION: None.

V. MANAGER'S REPORT

- a. **Status Reports: Various Projects.**
 - 1. **Norwich Commons Drainage Problem.** Manager Allard stated that the Selectboard's offer at the last meeting was accepted and this matter is now resolved.

VI. SELECTBOARD

- a. **Norwich University Request for Temporary Road Closure.** Norwich University has asked for permission to place a gate on Kingston Road. They want to protect the property because it's being abused by ATVs. If there is a gate at the end of the class 4 road, it is still accessible. The request was for a temporary gate and did not give a date when the gate would be removed. The Board would like to see an end date and would like to get the opinion of abutting property owners and then revisit this request.
- b. **Executive Summary: New Ambulance Unit Purchase:** Ambulance Service Supervisor James Baraw responded to questions from the Selectboard's previous meeting. If the Town was to not put any funds into the current ambulance, except emergency fixes, they could make it last until next July. Bill Tansey of Osage Ambulances attended and explained the differences between the three trucks for which specifications were developed. The smallest truck will last about 10 years, and the cost if spread out over the 10 years would be \$10,000 a year. The larger truck will last 20 years, and the cost if spread out over the 20 years is \$6,000 a year. You can remount a box on a new truck, but the cost is \$50,000 to \$60,000 for this and this is not the best solution. EMT Mark Podgwaite spoke that when the volunteers were asked what they wanted in an ambulance, safety was their primary concern. They worked with Supervisor Baraw to put the specs together to meet their concerns and needs. If they do not purchase an ambulance at this time, they will need to put out a new RFP and wait for new bids to come in.
- c. **Executive Summary: Motyka Driveway Permit.** Motion by Selectman Morse, seconded by Selectman LeClair, to approve the permit with the conditions specified by Highway Superintendent William Lyon. **Motion passed 5-0-0.**
- d. **Appointment of Recreation Subcommittee.** The Board of Recreation would like the Selectboard to appoint two members to attend their meetings. The Selectmen stated that two members would attend the meetings when possible as observers but they did not see the need to appoint another subcommittee. Selectmen LeClair and Johnson will attend.

- e. **Tax Mapping Request for Proposals.** The mapping proposal is being changed. The Board wants the payments to be directly tied to the deliverables. Once you deliver this set, you will be paid this amount. The RFP will be changed to reflect this.
 - f. **Joint Board Meeting: October 23, 2007.** The Selectmen will meet with the Trustees at 6:30 p.m. to discuss the allocation of expenses between Northfield Town and Northfield Village.
 - g. **2nd Public Hearing (Police Station Bond Vote): October 29, 2007.** This meeting will be at 7:00 p.m. at the Northfield Senior Center. It will be preceded by an Open House at the current Northfield Police Station at 6:00 p.m.
 - h. **Status Reports: Various Projects.** The Selectmen had nothing to add.
- VII. **PUBLIC PARTICIPATION:** Non-agenda items: None.
- VIII. **ADJOURNMENT:** Motion by Selectman Johnson, seconded by Selectman LeClair, to adjourn the meeting. **Motion passed 5-0-0.**

The Board adjourned at 9:39 p.m.

Respectfully submitted,

Samantha H. Baraw

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.